



VantageSportz Officials Operations Platform Athletic Director Procedures

Developed specifically for:

SECTION ONE



ATHLETICS

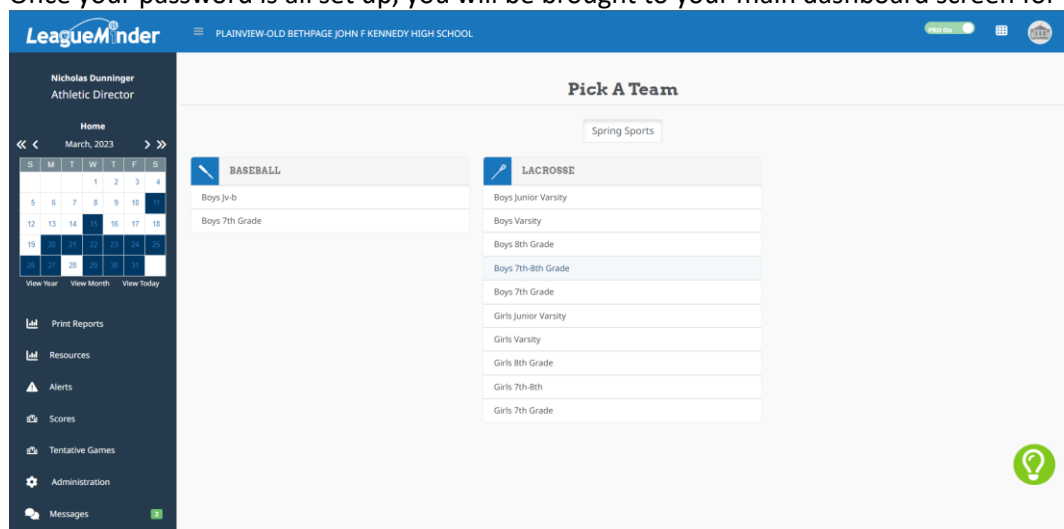
Section 1 Athletics

VantageSportz LLC
 6805 Route 202, New Hope, PA 18938
 T: 610-458-8950
[VantageSportz](http://VantageSportz.com)

How to Access LeagueMinder:

1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. Login information will be emailed to all users which contains a temporary password.
4. Once signed in, you can update your temporary password to something of your choice.

Once your password is all set up, you will be brought to your main dashboard screen for your school.



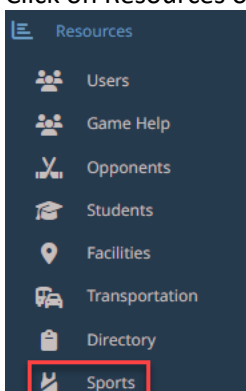
For Athletic Directors, your login will bring you to your default school. If you have multiple schools tied to your account, such as a middle school, you will have access to navigate between both.

After accessing your account, you will want to be able to view the schedule that the admins have created and shared with you.

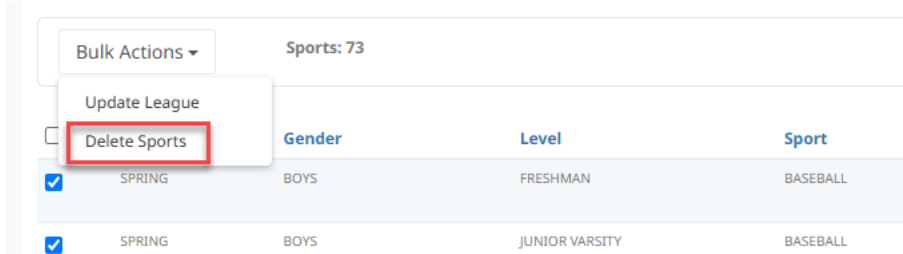
How to Add and Delete Sports

1. Go to www.leagueminder.com
2. Select "Login" at the top right.

- Click on Resources on the left-hand menu and select “Sports” in that dropdown below



- This will display a page listing all the sports currently in your school’s environment.
- To delete sports, you can click on the checkboxes next to each sport and then click Bulk Actions at the top of the page. In the bulk actions dropdown, you can select Delete Sports

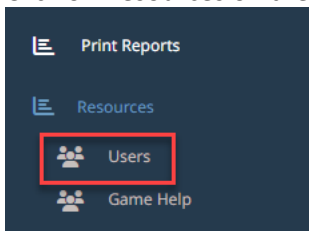


- If you need to add specific sports, you can click [+ Add New Sport](#) at the top right of the page
- In the modal that appears, you can select the Season, Gender, Level, and Sport that you would like to add and then click Add at the bottom right of that modal

Ensuring you have all your sports entered is important when it comes to adding coaches so you can tie them correctly.

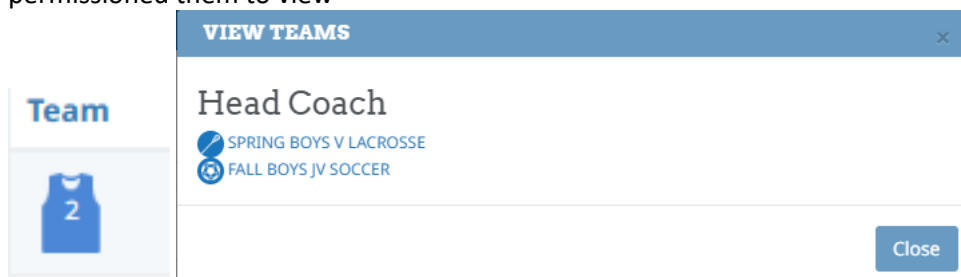
How to Add users

- Go to www.leagueminder.com
- Select “Login” at the top right.
- Click on Resources on the left-hand menu and Select “Users” in the dropdown below



- On the user’s page, you will see any individuals currently already added to your environment. If they are a coach, there will be a jersey with a number in the middle indicating which sports they are a coach for. The jersey is clickable so if selected, it will display the sports that you have

permissioned them to view



12. To add a new user to the system, click **+ Add New** at the top right of the page
13. This will then display a modal where you can put in all the user's vital information such as
 1. First Name
 2. Last Name
 3. Email
 4. Create a username and password for them
 5. Select their role (head coach, assistant coach, game help, assistant ad, athletic director). This is also a multi-select so you would be able to select multiple roles depending upon their responsibilities
14. You will then be able to enter any certification tracking for that user. We have pre-canned certifications such as CPR, First Aid, etc. but there are custom fields that you can create yourself as well. If a date is inputted for a certification, you would then be able to choose to send them an expiration reminder.

Misc. Tracking

Proper Certification:

06/20/2025



☒ Send Expiration Reminder

15. If the user is a coach, below the certifications you would then be able to select what teams that user is a head or assistant coach for. If the user role were Athletic Director or Assistant AD, you would not have to permission them for any teams, they by default would be able to view everything
16. Lastly, at the bottom you would be able to select what their actual permissions are if the role selected was Head Coach or Assistant Coach. This is not required for the Athletic Director Role or Assistant AD role. Permissions include:
 1. Ability to add, delete, and change Games, Scrimmages, and Tournaments
 2. Add, delete, change, Team Events and Practices
 3. Access Student Information
 4. Roster Placement if you are adding rosters to the system
 5. Update scores of games
 6. Print and enter awards for their rosters
 7. Generating Emails
 8. Be a statistician to fill out specific information regarding results of games
 9. Fill out the Referee Evaluations

Coach Settings

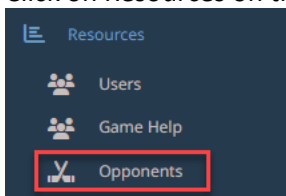
Please note that a STATISTICIAN has the same functionality as a COACH, but their NAME WILL NOT show up on any reports or web pages!

Ability to add, delete, change GAMES, SCRIM, TOURN:	Full Access	Read Only	
Ability to add, delete, change TEAM Events and PRACTICES:	Full Access	Read Only	
Student Information Access:	Full Access	Read Only	No Access
Roster Placement Ability (place a student on a team roster):	Yes	No	
Ability to update game scores:	Full Access	Read Only	
Ability to enter Awards, and print certificates:	Yes	No	
Ability to generate emails to the VMS email folder for his sport:	Yes	No	
Statistician:	Yes	No	
Ability to fill out ratings report:	Yes	No	

The system also offers a directory of all coaches and administrators that are in Section 1. After clicking Resources on the left-hand menu, there is a Directory option at the bottom of that dropdown. That will display any coaches/admins you added as well as any other schools' contacts within your Opponents List.

How to Add Schools to Opponents List

1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. Click on Resources on the left-hand menu and select "Opponents" in the dropdown below



4. By default, all Section 1 Schools will be on your opponents list to schedule games against
5. This would be where you can add out of section or state schools to your list of opponents to schedule games against
6. Make sure the state is selected or the school that you will be adding and then type the name of the school in the search bar at the top right and click Enter on your keyboard
7. The school you have searched for will appear at the top with an action column to the right of it. When you click the actions icon, you can select "Add Opponent" in that dropdown to then add

the school to your list

Import List

Pennsylvania

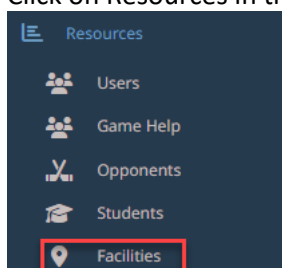
Q demo

1 Results Found

School	League	Athletic Director(s)	Action
 Cal Demo School 444 Oxford Valley Road Langhorne, PA, 19004		Request AD Change	Add Opponent

How to Add Facilities and Transportation

1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. Click on Resources in the left-hand menu and select "Facilities" in the dropdown below



4. This will load a page of all your existing facilities in the system already. There is an actions icon to the right of each facility where you can edit or delete those ones if they are currently not being used
5. If you need to add another facility that your school/district has, click **+ Add New** at the top right of the page and click Add New Facility in that dropdown
6. In the modal that appears, you will be able to enter
 1. Facility Name
 2. Contact Person at that facility, their email, and their phone number
 3. The address of the facility
 4. Enter notes regarding that facility
 5. Select any amenities that that facility offers which will display publicly on your DigitalSports website

ADD FACILITY ✕

(*) Mandatory

Facility Name *

Facility Type

Contact Person

Email

Phone #

Street Address

City Zip Code

Notes

Water Fountains

Handicapped Access

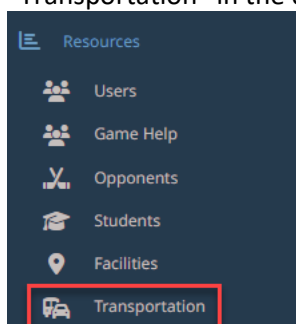
Parking

Restrooms

Vending

Close Save

7. To add Transportation to the system, click on Resources on the left-hand menu and then select “Transportation” in the dropdown below



8. Like Facilities, after selecting this page it will display all Transportation that you have already entered to the system. Transportation can be internal or external such as First Student. To add a new Transportation company, click + Add New at the top right and select Add New Transportation in that dropdown
9. In that modal that appears, you will be able to enter
1. Transportation Company Name
 2. Contact Person, their email, and their phone number. If you add their email, the system will then automatically send that contact emails when games are entered and transportation is selected
 3. Address of the transportation company if not internal

Notes regarding the transportation company

ADD TRANSPORTATION ✕

(*) Mandatory

Transportation Company *	Transportation Company		
Contact Person	Contact Person		
Street Address	Street Address	Street Address 2	
	City	Select	Zip Code
Phone #	Phone	Fax	Cell
	Email		
Notes	Additional Details		

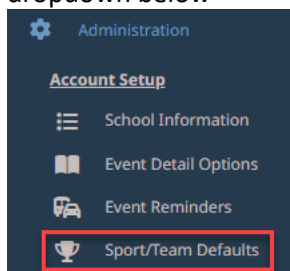
Close
Save

Inputting facilities and transportation that your school/district has is important when it comes to setting your defaults used for specific teams. This would allow you to select what facility each team plays at and what transportation is needed for away and or home events on the defaults page so when the section office creates the leagues schedules, your games will pre-populate with what was selected.

How to Set Sports/Team Defaults

Enter your school's default settings for home and away games—such as facilities, transportation, departure/pickup times, and transport company. These defaults ensure the Section Office creates schedules accurately.

1. Go to www.leagueminder.com
2. Select “Login” at the top right.
3. Click on Administration on the left-hand menu and select “Sport/Team Defaults” in the dropdown below



4. This page will display all the sports offered at your school so it is important to add all the sports offered at your school and delete any that you may not offer first
5. To set defaults by sport, you can click on the action's column to the right of the sport and click Edit. This will display a modal where you can set defaults for home and away games such as
 1. Start Time
 2. Facility

3. Neutral Facility if being used
4. Dismissal Time for students
5. Transportation Company being used
6. Depart Time
7. Depart Location
8. Return Times

EDIT SPORT
✕

Home

Start Time:

Facility:

Neutral Facility:

Dismissal Time:

Transportation Company:

Departure Time:

Depart Location:

Return Time:

Away

Start Time:

Dismissal Time:

Transportation Company:

Departure Time:

Depart Location:

Return Time:

Close
Update

6. You would also be able to do this in mass if there are certain teams who use the same standards. To do this, click on the checkboxes to the left of each sport and then Bulk Actions at the top of the page. Within that dropdown, click Edit

Bulk Actions ▾
Sports: 73

Edit

Clear Home

Clear Away

Clear Home and Away

	H/A/S	Team		Start Time
		BOYS FRESHMAN BASEBALL		4:30 PM
		BOYS FRESHMAN BASEBALL		4:30 PM
☒	SPRING	BOYS JUNIOR VARSITY BASEBALL		4:30 PM
		BOYS JUNIOR VARSITY BASEBALL		4:30 PM

How to View schedules

1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. Select on the sport that you want to view the schedule for.
4. This will automatically bring you to that team's schedule.

FALL GIRLS | VARSITY | VOLLEYBALL | 2025 - 2026

Schedule + Add Event

Bulk Actions Event(s): 18 Filters Print

Search:

☐	Time	Opponents/Description	Type	Facility	Masks	Scores					Status	Action
September 3, 2025												
☐	4:30 PM EST	@ Harrison	Game	Harrison High School	Non-League	Home 00 Away 00	\		\	\		
September 6, 2025												
☐	3:00 PM EST	vs Pelham Memorial	Game	Mamaroneck High School	Non-League	Home 00 Away 00				\		
September 9, 2025												
☐	4:30 PM EST	@ Ursuline	Game	The Ursuline School	Non-League	Home 00 Away 00	\		\	\		
September 11, 2025												
☐	4:30 PM EST	@ Rye	Game	Rye High School - Main Gym	Non-League	Home 00 Away 00	\		\	\		

Schedule Page Details

The schedule page contains various pieces of information that is being pulled in from the assigning platform as well so you can view everything from the scheduling system.

Contract Information

- Ability to view if the game contract has been accepted.
- Can click on the contract to then accept that as well.
- This can be auto accepted within your Administration dropdown.

Facility Acceptance

- Can see if a facility for the game has been added.
- Can see if it was approved to use that specific facility.
- This can be auto accepted within your Administration dropdown.

Officials

- Information is being pulled from the assigning platform.
- Can see if officials have been assigned to the game.

- If they have accepted the game.
- Contact information for the officials.

Game Help

- Can see if game help has been assigned to the game.
- If game help was assigned, you will be able to view their contact information.

Game Status

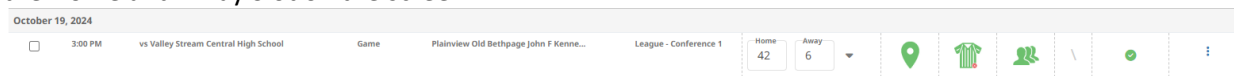
- Can view the status of a game.
- Statuses include.
 - Tentative
 - Accepted
 - Auto Accepted
 - Pending Request



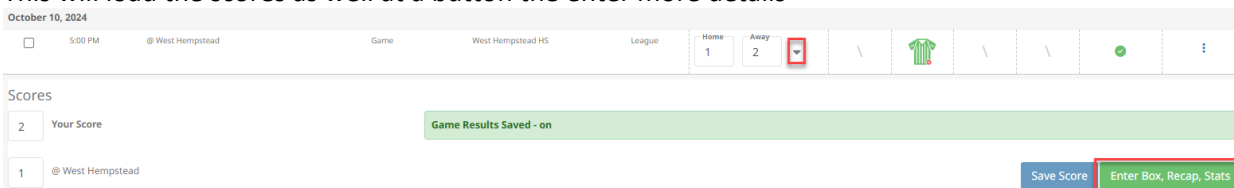
All in-league games are created by the admins, but schools can Request Changes to any of the games in the system. The changes are not automatically made as they will have to be approved by the admins first.

How to Add Scores to Games

1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. Click on a team that you need to add scores for
4. This will load their schedule page where you can inline add scores to any events by typing that in the Home and Away Slot on the screen



5. To add Box Scores, Recap, and Headlines, and Stats, you can click on the dropdown next to the Away Score (the dropdown arrow)
6. This will load the scores as well as a button to enter more details



7. If you select on Enter Box, Recap, Stats, a modal will appear where you can enter the score per quarter/half/etc., enter a specific title of an event, and enter a recap of the game to generate an article to the DigitalSports Site.

REPORT FINAL SCORE

BOYS VARSITY SOCCER |  October 10, 2024 - 5:00 PM |  West Hempstead - West Hempstead HS

Game Play: In-Conf. | Away 

Box Scores:

Friends Academy (NY)

Final	1	2	3	4	OT
 2  					
 1					

West Hempstead

Sample Title:

Add Score for Sample Title

Use Sample

Title:

Recap:

Enter 2 to 3 sentences about the game.

-
-
-
-
-
-
8. We also have an integration to send this information directly to your media contact so they will receive an email about what you have posted to then generate articles for the local news. The bottom of this modal has a checkbox to Send Results to Fans and the Media

Send Results to fans and the media?

☒

*** Reminder: Game Scores and Recaps must be entered to send to Media

View Communication History

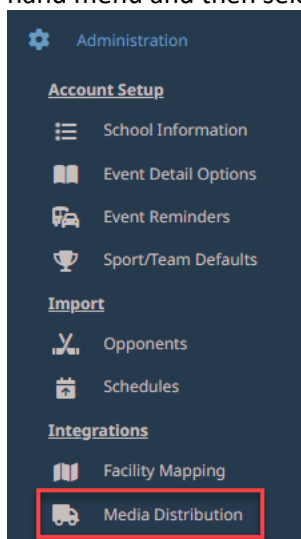
Cancel

Reset Values

Save & Exits

Delete Score

9. To set up the media contact to send these stats and scores to, click on Administration in the left-hand menu and then select Media Distribution in the dropdown below



10. This will display any media contacts that you have already entered or there is an **+ Add Contact** at the top right to add one
11. If you click Add Contact, a modal will appear where you can enter their
1. First Name
 2. Last Name
 3. Organization they are with
 4. Email
 5. Phone Number
 6. Select the teams you would like them to get the information regarding

ADD NEW USER

Name : *

First Name
 Last Name

Organization :

Email :

Text Message Address :

Contact Phone Number :

Teams for which this person will receive media updates : *

Select Teams

Close

Save Contact Info

Requesting Game Changes

1. Go to www.leagueminder.com
2. Select "Login" at the top right.

3. Click on a team that you need to request a change for.
4. This will bring you to their schedule page.
5. Find the game and click on the  icon under the action column to the right of the game and click Request Change in the dropdown menu.
6. A pop-up will appear with all the game details, click **Request Change** at the top.

VIEW GAME
×

SPRING BOYS VARSITY LACROSSE

Request Change
Save Changes

General Information

(*) Mandatory

Event Title:

Home/Away: Home Scrimmage

Opponent(s): Plainedge High School (B V)

Event Type: Scrimmage

Public Event: No ?

Event Date & Time

Event Date

Tuesday, March 21, 2023

Event Time Zone: EST

Start Time:

4 : 30 PM

End Time:

6 : 29 PM

7. This will bring another pop-up where all the options are now open to change. Once you make the change, hit **Submit Request** at the bottom of the page.
8. Prior to submitting the change request, you can click Check Availability next to the officials to see if they still would be available for that specific event with the requested changes

 **Event Officials**

Check Availability

Once you Request a Change, this will then go into your Tentative Games section and stay there until the chairpersons either approve or decline that. Once approved/declined, you and your opponent on that event will receive an email with what section office has chosen. It will also then notify any officials on the event of the change that has been made.

How to View Tentative Games

1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. On the right-hand action menu, you will see  Tentative Games 1
4. If there are tentative games still pending, you will see a number to the right of it.
5. Select on Tentative Games and you will see a screen of the game that is still Pending Chairperson Approval. If it is a home game that you have requested a change on, you will be

able to Edit or Cancel that request prior to it being Approved/Declined by section office.

Date & Time	Type/Mask	Sports	Gender	Level	Opponents	Location	Show	Actions
Oct 6, 2025 4:45 PM	GAME League	SOCCER	BOYS	7TH-8TH	Away Cold Spring Harbor Middle School	Oyster Bay Middle school		Awaiting Chairperson Approval Edit Request Cancel Request

6. If you click on the  icon under the Show column, you will be able to view details on what was requested to be changed.

VIEW GAME ✕

Edit Request is in progress - Awaiting Chairperson Approval

Field Name	Requested Value	Original Value
Home Team	Cold Spring Harbor Middle School - B MS RED Soc	Oyster Bay Middle School - B 7TH-8TH Soc
Away Team	Oyster Bay Middle School - B 7TH-8TH Soc	Cold Spring Harbor Middle School - B MS RED Soc
Facility	Cold Spring Harbor Middle School	Oyster Bay Middle school

Change Note: swapped sites due to field conflict, confirmed with Olivia @ CSH

[Check Availability](#)

FALL BOYS 7TH-8TH SOCCER

[Edit Request](#) [Save Changes](#) [Cancel Request](#)

 **General Information**

Event Title	Home/Away Home	Event Type Game \ League
Opponent(s): Cold Spring Harbor Middle School (B MS RED)		

7. If the request is approved, you, your opponent, and any officials assigned to the event will be notified via email as well as your message center.

After you have gone through your in-league schedules created by the chairpersons, you will have the ability to go through and add any other games to the system. Chairpersons can restrict scheduling, so this is not always available.

How to Submit Officials Ratings Report

- Go to www.leagueminder.com
- Select "Login" at the top right.
- Select on the sport that you want to view the schedule for.
- This will automatically bring you to that team's schedule.
- To fill out official ratings after the event has occurred, click on the Officials Icon (the jersey). This will then display the officials assigned to the event as well as a green Submit Game Report

button

September 14, 2024

6:30 PM

vs Unionsdale High School

Game

Plainview Old Bethpage John F Kenne...

League - Conference 3

Home00

Away00

6 of 6 officials assigned

Official 1

John Giordano

15.26 mi

\$138.00

Accepted
(7/2/2024 at 9:48 AM)

Official 2

David Horowitz

7.00 mi

\$138.00

Accepted
(7/2/2024 at 10:30 AM)

Official 3

Jason Gelbaum

2.00 mi

\$138.00

Accepted
(7/1/2024 at 1:57 PM)

Official 4

michael grant

4.00 mi

\$138.00

Accepted
(9/11/2024 at 8:35 PM)

Official 5

STEVEN GAGLIARDOTTO

6.00 mi

\$138.00

Accepted
(7/2/2024 at 2:44 PM)

Game Help 1

Paul Broschmann

6.92 mi

\$90.00

Accepted
(9/9/2024 at 12:26 AM)

- As Athletic Directors, secretaries, and admins of the school, by default you will see this to submit those ratings. You can also permission coaches to fill these out by following the steps above in the How to Add Users section.
- Once clicking on that button, a new tab will appear with the ratings for each official that you can submit to section office.

How to Add Games

- Go to www.leagueminder.com
- Select "Login" at the top right.
- Select on a specific team you would like to add a schedule for.
- Select **+ Add Event** at the top right of the next page and choose what type of event it is in the dropdown that appears.
 - Game
 - Scrimmage
 - Tournament
 - Practice
 - Team Event
- This will then bring you to the Add New Event page where you can select all the game information such as visiting teams, date, time, facility, etc.
- Once all is selected, click Save & Exit or Save & Add Another if you want to add another event for that team at the bottom of the page.

Save & Exit

Save & Add Another

General Information

Event Type*

Event Title (optional)

Event Status* Tentative Auto-Accept

Date & Time

Date*

Start Time*

End Time*

Event Time Zone:

Game Time is TBD ☐

Teams

Home Team

School

Team

VS

Away Team(s)

School | Swap with home team

Team

[+ Add Team](#) [Manage Opponent List](#)

Location

Facility Location

[+ Add New Location](#)

☐ Alternate School Location

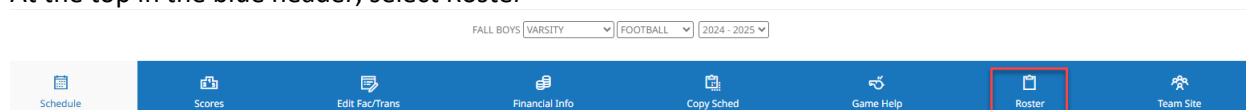
When scheduling at an alternate location site, select the Alternate Location Site before selecting Site/Facility

Facility Request ☐

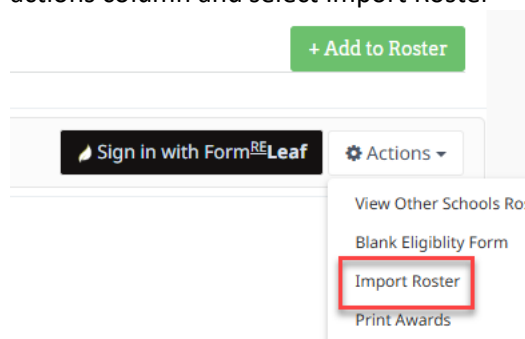
7. All games that require officials will then be sent to the Tentative Games section mentioned above waiting to be approved by the chairpersons.
8. Once approved, it will be added to your schedule.

How to Roster Athletes to Teams

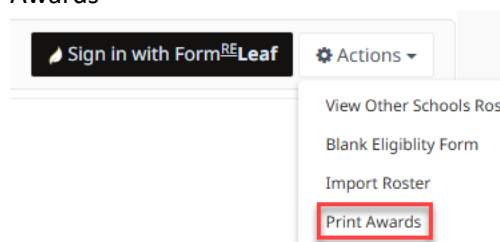
1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. Select on a specific team you would like to add a schedule for.
4. At the top in the blue header, select Roster



5. This will bring you to any existing roster you already have for that specific team already
6. If you have not loaded a roster yet or added any students to the system, you can click on the actions column and select Import Roster

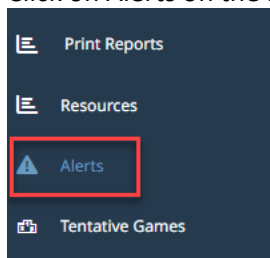


7. This would be if you are using an SIS such as PowerSchool or a separate registration site such as FinalForms or FamilyiD. You can run reports on the students from there and import them here.
8. VantageSportz offers a registration platform, FormReleaf, which integrates with our Scheduler to automatically pre-populate the students that have registered into the system. This is an additional cost for the schools, and we have a negotiated rate with Section 1 for schools interested in using this. If interested in our registration platform, please send an email to info@formreleaf.com
9. Once students are imported or brought in through FormReleaf, you would be able to add Jersey Numbers and stats among other areas which could then show publicly on your DigitalSports page for your parents and Community to view.
10. Once rosters are loaded into the system, you will have the ability to then print any awards for students directly though LeagueMinder. We have every NEFF template in the system and would be able to work with schools to create any custom templates that you may use.
11. To print awards at the end of the season, click on the actions column and the select Print Awards



How to Send Alerts

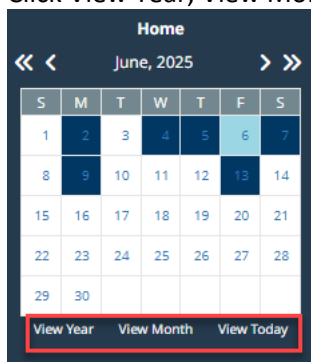
1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. Click on Alerts on the left-hand menu



4. This will load a page showing any teams that you have opted to receive alerts for. As the Athletic Director or admin at the school, you would not need to do this as you automatically receive alerts regarding anything in the system
5. To send alerts, click on **Send Alert** at the top right of the page
6. Once clicked on, a modal will appear where you can select
 1. The team you want to send the alert to; you can also send it for full seasons
 2. Choose whether to post it on your DigitalSports Site
 3. Select Expiration to automatically delete from the DigitalSports site if you are posting it there
 4. The message that you would like to send
Parents, fans, and coaches can opt in to receive alerts for specific teams and choose to get those notifications via email, text, or push notifications if they have the DigitalSports mobile app.
7. If you have permissioned coaches access to send these alerts (which are one way messaging, no one would be able to reply to them) you can monitor what is being sent by clicking [Alert History](#) at the top right of the page

How to Navigate the Calendar View

1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. Click View Year, View Month, or View Today below the calendar on the left-hand menu



4. View Year and View Month will bring you to a calendar grid view while View Today will bring you to a list view by default.
5. When on the grid view, there will be a calendar format with all events on each day on the calendar. Blue events are at home and red events are away

View: Monthly Current Month

< June, 2025 >

Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7
	4:45 pm (C) G 7th-8th Soft vs Cold Spring Harbor Middle School - Friends Academy 4:45 pm (C) B 7th-8th Base vs Locust Valley Middle School - Friends Academy 4:45 pm (C) G 7th-8th Lax @ Locust Valley Middle School - Locust Valley MS/HS		4:45 pm (C) G 7th-8th Soft vs Jericho Middle School - Friends Academy	5:00 pm B V Track And Field State Qualifier Meet - Neutral North Shore HS		7:00 am SAT DAY - TBD
8	9	10	11	12	13	14
	4:30 pm B V Track And Field Last Chance Meet - Neutral Massapequa High School				6/13/2025 8:00 am - 6/14/2025 9:00 am B V Track And Field State Championships - Neutral Middletown High School	6/13/2025 8:00 am - 6/14/2025 9:00 am B V Track And Field State Championships - Neutral Middletown High School

6. If you hover your mouse over an event on the calendar, you will have a pop up with more details, you can also click on the event to open the full details of that event, request changes, add transportation, add game help, etc.

Friends Academy

VIEW GAME

Request Change

Save Changes

SPRING GIRLS 7TH-8TH LACROSSE

General Information

Event Title

Home/Away

Event Type

Opponent(s):

North Shore Middle School (G MS MAROON)

Event Date & Time

Event Date

Start Time

End Time

Event Time Zone

Location

Facility Location

Friends Academy

Alternate School Location

N/A

7. From the calendar view, you can change your defaults to be weekly, monthly, or yearly and can switch between a list view and grid view

View: Monthly Current Month

< June, 2025 >

Sun 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Sat 7
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8. Within the list view, you can inline edit some transportation information such as
 1. Transportation Company
 2. Depart Time
 3. Dismiss Time

4. Return Time

Date/Time	End Time	GLS	H/A	Opponent(s)	Facility	Transportation	Depart	Dismiss	Return	Actions
5/1/2025 4:45 pm	6:14 pm	G 7th-8th Lax	Home	vs Thompson Middle School	Friends Academy	...	...	...	...	⋮
5/1/2025 5:00 pm	6:00 pm	B V Base	Home	vs Carle Place High School	Friends Academy	...	...	...	...	⋮ View
5/1/2025 5:00 pm	6:59 pm	G V Soft	Away	@ Malverne Senior High School	Malverne Senior High School	...	...	...	...	⋮

5. There is also an actions column to view and request changes to games

- If you need to add an event, there is also an **+ Add** button at the top right to add any games, team events, practices, or facility events from the calendar page
- The calendar also has a  icon at the top right which will allow you to select a specific school to view their calendar in case you need to add or reschedule a game against them. You can see if they would be open on that specific day
- If you want the calendar view to be the default view instead of the Pick A Team page, you can click on Administration on the left-hand and in that dropdown there is a section for Dashboard Default where you can choose what you would like to see

Dashboard Default

Sports List **On**

Calendar **Off**

How to view Message Center

- Go to www.leagueminder.com
- Select "Login" at the top right.
- On the left-hand menu, select "Messages"
- Anything that is sent to you via email will also be able to be tracked through the message center in case you do not want to manage this from your personal inbox
- The message center also allows you to send messages to anyone in section with a LeagueMinder Account by clicking **+ New Message** at the top right
- This will allow you to select any individual that has an account in your opponents list and add a Subject and a Message

SEND MESSAGE

Send To: *
 
Please Type to Select Contacts

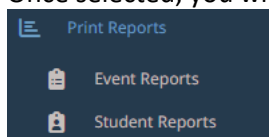
Subject: *

Message *

Cancel **Send**

How to Run Reports

1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. On the left-hand menu, click Print Reports
4. Once selected, you will have the option to run Event Reports or Student Reports



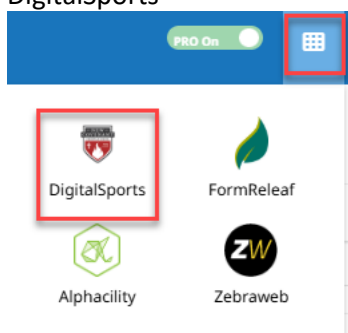
5. Event Reports allow you to run several types of reports such as
 1. Event Reports
 2. Game Help
 3. Calendar
 4. Facility
 5. Transportation
 6. Events Needing Approval
 7. Financial Reports
 8. Activity Reports
6. The Event Report allows you to filter on the most information such as
 1. Sports
 2. Levels
 3. Teams
 4. Date Ranges
 5. Opponents
 6. Home/Away/All events
7. It also then allows you to add different columns to that report such as
 1. Notes
 2. End Times
 3. Transportation
 4. Scores
 5. Officials
 6. Game Help
 7. Depart Times

8. Etc..

8. We recommend running the event reports and adding officials as a column to it, which would then give you all your filtered options with the games and the officials' contact information on the report.
9. At the bottom of the report after it is run, you can email it directly to users in the system as a PDF or Excel or just download it to your computer as a PDF or Excel

How to get to DigitalSports Site from LeagueMinder

1. Go to www.leagueminder.com
2. Select "Login" at the top right.
3. At the top right in the header, you can click on the Rubix Cube icon and in the dropdown select DigitalSports



4. You can also access that by clicking on a specific team from the Pick A Team page. When the schedule for that team loads, in the blue header, there is an option for Team Site



Support Contact info:

VantageSportz, LLC – LeagueMinder.com Friendly Support Team Contact info:

Info@leagueminder.com